

Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$18.05 to \$20.90 hourly

Employment status: Contract / Temporary to Hire

Description

We are working with a reputable CPA firm located in Charleston, SC, dedicated to providing exceptional financial services to their clients. Their team is composed of skilled professionals committed to delivering accurate and timely solutions tailored to their clients' needs. As they continue to grow, they are seeking an Administrative Assistant to join their dynamic team. If you are interested in this contract-to-hire opportunity, apply today!

Job Description:

As an Administrative Assistant at our CPA firm, you will play a pivotal role in ensuring the smooth operation of our office. Your primary responsibilities will include scanning documents, assisting with tax processing, directing calls, facilitating deposits, distributing mail, and providing support to various departments as needed. This is an excellent opportunity for someone who thrives in a fast-paced environment and is eager to contribute to a collaborative team.

Responsibilities:

- Scan and organize documents accurately and efficiently.
- Assist with tax processing tasks under the guidance of senior staff.
- Answer and direct phone calls in a professional manner.
- Facilitate deposits and maintain accurate records.
- Sort and distribute incoming mail and packages.
- Provide general administrative support to the team as required.

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Proven ability to use the internet for research
- Substantial computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Excellent verbal and written communication skills
- Comprehensive knowledge of Microsoft Office

We are seeking passionate, ambitious candidates that are interested in growing and supporting our dynamic company. If you are a self-starter that thrives in a creative environment, please contact us today! Contact us now - as this position will be filled by the end of the week!

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